SAINT PAUL PARKS AND RECREATION Policy and Procedures – Special Services

NUMBER: N.A. EFECTIVE DATE: 10/01/06

PLACEMENT: N.A. UPDATED: N.A.

SUBJECT: Cross Country Ski Trail Grooming Procedure

PURPOSE: To communicate Division of Parks and Recreation's procedures and requirements

regarding cross country ski trail grooming on parks property.

SCOPE: The scope statement indicates WHO is affected by the policy.

PROCEDURE STATEMENT: Cross Country Ski Trail Grooming Procedures

PROCEDURES (AND/OR REQUIREMENTS, EXPECTATIONS):

 Cross country ski trails will be groomed according to pre-determined Grooming List unless otherwise instructed due to special events.

- The Ski Program Maintenance Supervisor will schedule trail grooming equipment maintenance and placement prior to and as needed throughout season.
- Saint Paul Parks and Recreation will groom cross country ski trails when:
 - The ground is frozen to a depth of four to five inches and the Ski Program Maintenance Supervisor or designee determines trail grooming equipment will not damage underlying turf.
 - A four to six inch snow base exists to groom (roll and pack) for skate style skiing. Soft powder snow with a low moisture content will not be considered when determining snow depth. Snow must be moist enough to be rolled and not pushed aside.
 - A ten to twelve inch snow base exists to groom tracks for classic style skiing.
 - Staff may conduct warm weather grooming only if it is determined by the Ski Program Maintenance Supervisor that grooming will not cause premature trail degregation.
 - Icy trails will not be groomed if the grooming equipment is reaching the turf.
- A snowmobile will be used for snow depths of four to six inches to roll and pack and classical trails.
- A Piston Bully will be used when the Ski Program Maintenance Supervisor or designee determines a trail has been established and is firm enough to support its operation.
- In the event of a very heavy snowfall, crews may choose to come in and groom cross country ski trails during the snow to prepare for scheduled cross country ski events.

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PROCEDURES Continued

- In the event that it snows on a holiday, the Ski Program Maintenance Supervisor will schedule cross country ski trail groomers as needed.
- Snow on a weekend or holiday is the same as any other workday. Cross country ski trails shall be groomed as scheduled unless directed otherwise.
- Cross country ski trail grooming staff will activate all communications devices, (radios, cell phones and pagers while grooming.
- Know your equipment and its capabilities. Familiarize yourself with the areas that you will be grooming. Note curbs, raised sidewalks, golf course terrain and features, etc.
- Keep hazard and warning/strobe lights on at all times when grooming.
- Wear appropriate clothing and safety gear for cold weather grooming operations, e.g. helmet when operating snowmobile.
- In the event that you are plowing very early in the morning or throughout the night keep in mind that people in residential areas are sleeping. Keep noise to a minimum.
- Immediately report problem areas, mechanical problems or other concerns to your supervisor for appropriate action.
- The Ski Program Maintenance Supervisor or designee, will regularly provide cross country ski trail condition reports, e.g. Parks and Recreation telephone operator(s), SkinnySki.com

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REQUIRED ITEMS AND/OR RELATED INFORMATION: NA

SECTION MANAGER'S RESPONSIBILITIES	SUPERVISOR'S RESPONSIBILITIES	EMPLOYEE'S RESPONSIBILITIES
Ensure all employees under his/her jurisdiction are aware of these procedures.	Advise all employees of this procedures.	Adhere to the procedures.
Ensure that supervisors in his/her section enforce these procedures.	Ensure that employees follow these procedures.	Follow the procedures.
	Issue warnings or initiate disciplinary action as needed to ensure employee compliance.	Ask for additional training if needed.

Owner: Paul Prior, Special Services Program

Next Review Date:

Coordinator

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